

# 2008 Student Data Tool Application Instruction Manual

## Kentucky Department of Education Office of Assessment and Accountability

Giving schools and districts the ability to view their student level data and to use it to make informed decisions on how to help all students reach proficiency by 2014 is the purpose of the Student Data Tool Application. The assessment results and demographic data are collected from the Kentucky Core Content Test (KCCT), Alternate Assessment, ACT, EXPLORE and PLAN.

Student level data files are distributed by the District Assessment Coordinator to each school. The application retrieves the data matching the account/password provided to each district or school. This allows only appropriate staff to access the student level confidential data.



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For additional information on the Student Data Tool Application and its use, contact:

kdeassessment@education.ky.gov (502) 564-9853

#### TRAINING DATA INFORMATION

The Hilltop District consists of one elementary school, one middle school, and one high school with one year of data (2008). The live data set for each district may contain up to two years of data, depending on district size and requests.

These are the IDs and Passwords used for training purposes only.

District or School	ID	Password
Hilltop County	888	1122334
Small Kids Elementary	888001	2233445
Rainbow Middle	888002	3344556
Hilltop High	888003	4455667

#### INSTALLING THE STUDENT DATA TOOL APPLICATION

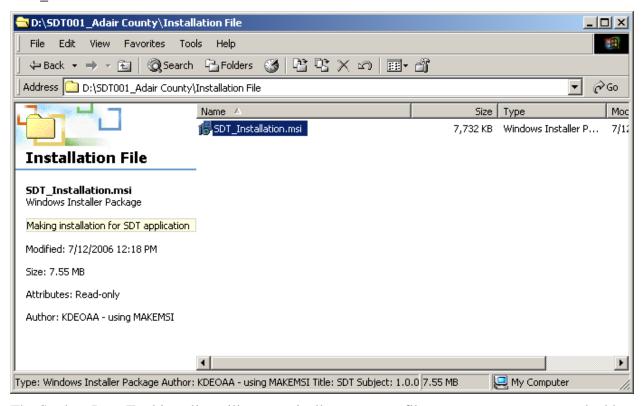
#### Minimum Requirements

Windows Operating System: Windows 98 or newer with all the service packs and fixes
 Microsoft Access: Access 2000 or newer with all the service packs and fixes

➤ Hard Drive Space: 100+ MB free

#### Installation

Insert the CD containing the application and your data into your CD drive. Open the District folder on the CD and then open the Installation File folder and double click on the SDT\_Installation.msi file.



The Student Data Tool installer will automatically copy your files onto your computer and add a Start/Programs menu link.

#### **Error Messages**

When using Windows 2000 these error messages may appear:



#### Click **OK** to continue



Click **OK** to continue

#### To Correct These Errors:

- ➤ **Browse to C:\Program Files\**Student Data Tool(SDT) folder (My Computer, Drive C, Program Files, Student Data Tool Folder)
- > Double-click on MDAC\_TYP.EXE

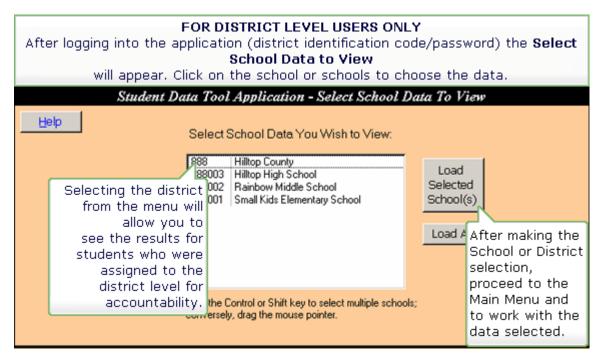
#### **USING THE STUDENT DATA TOOL APPLICATION**

#### Logging Onto the Data Application

- 1) ENTER YOUR SCHOOL/DISTRICT IDENTIFICATION NUMBER. This is the six-digit school code (for district level personnel, you will use your three- digit district identification number) that uniquely identifies your school. This number is available from your District Assessment Coordinator or by looking in the **Kentucky Schools Directory**. Pressing the tab key once will take you to the next box.
- 2) ENTER YOUR APPLICATION PASSWORD. A seven-digit code provided by your District Assessment Coordinator who received it from the Kentucky Department of Education. The application code for each school is unique. **Keep this number secure since student data is extremely confidential!** Use your mouse to click the **OK** button.

In a few moments after the data loads, you should see this box. Click the "OK" button to continue to the **Main Menu**.





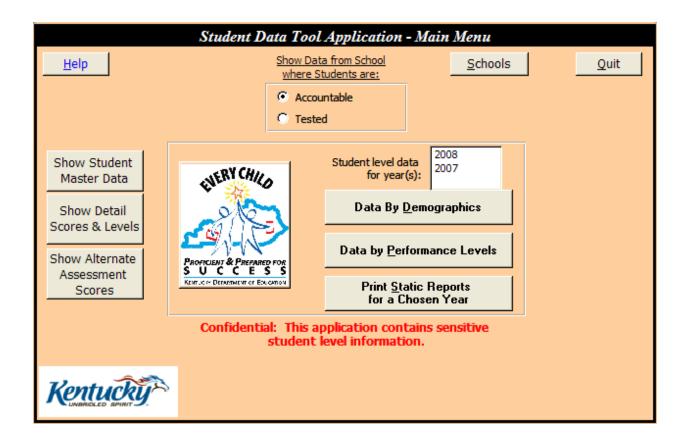
This screen is accessible from the **Main Menu**, for district level users, by clicking the **'Schools'** button.

To Load ALL information for ALL students in the District, Click on LOAD ALL.

#### Main Menu

The Main Menu is the starting point for reviewing the data.

Command Buttons	Description		
Help	Gives a basic description of the entire screen and all buttons		
Schools	Takes District Level Users ONLY back to the Select School Data		
	screen		
Quit	Quit or Exit the Student Data Tool		
<b>Show Student Master</b>	View student data and export the information. The entire layout of		
Data/Show Detail Scores	data is described in the document Student_MDB.DOC which is		
& Levels/Show Alternate	viewable by clicking this phrase "SHOW LAYOUT FILE"		
Assessment Scores			
Data by Demographics	Allows searches for specific disaggregation of data based upon		
	demographics		
Data by Performance	Allows searches for specific disaggregation of data based upon		
Levels	performance levels		
Print Static Reports for	Generate reports for students		
a Chosen Year			
Accountable/Tested	Choose whether the student data shown is from students who were		
	tested at the school or accountable to the school		
Student Data Level	Choose the Year(s) that you wish to use. Most likely, the current year		
	will be chosen		



The Data Field Description button and the View User Manual button will give you the description and the definition of all the fields in the Student Data Tool.

#### **Exporting Student Data**

From the Main Menu screen is a button that allows the student data to be exported to another format. Be cautious with this data once it is exported, since it is *Confidential Student Level Data*.

Three tables of information can be exported from this screen: (There is a separate file "Student\_MDB.doc" that has a description for all of the file columns of information.)

Show 2008 Student Master Data is a data file of all of the information contained in the SDT about the students, except Alternate Assessment (AA) scores and Augmented data. Explanation of the field descriptions and meanings are located on pages 1-72 of the Data Field Descriptions button from the Main Menu of the Student Data Tool.

**Show 2008 Detail Scores & Levels** is a data file of Raw scores, Scale scores and Performance Levels by student and by subjects tested. Explanation of the field descriptions and meanings are located on pages 1-72 of the Data Field Descriptions button from the Main Menu of the Student Data Tool.

Show 2008 AA Scores is a data file of Alternate Assessment scores by student containing Performance Dimension, Performance cut scores, Complexity cut scores and Supports cut scores. The data contains biographic information and accountability status. Also available is the score information detail and condition codes. There are a total of 45 fields with detailed information relevant to student Alternate Portfolio scores. Based on the dimension and grade level of the student, all fields may not display student score information. Explanation of the field descriptions and meanings are located on page 73 of the Data Field Descriptions button from the Main Menu of the Student Data Tool. When viewing the student data tool, (cells 31-45, reading 1cc 1 – science 5 cc 1) any standard that has an assessment, administration, or scoring issue may have been assigned a condition code to track and identify those issues. Knowledge of these issues should assist teachers in avoiding common errors in the future. If a standard was assigned a condition code, the student data tool includes a numerical value of one through nine. Each number has a meaning that is outlined below in the "Key to Condition Codes Values" with more in-depth explanation for each code. "For example, reading standard 1 has a condition code of 2 assigned (reading 1 cc 2). In order to determine what a condition code of 2 means review the condition codes key. A condition code of 2 indicates an issue with alignment. To understand the exact concern with alignment look at a copy of the portfolio to determine what type of alignment error occurred." "Please be aware that not all condition codes affect the alternate assessment portfolio score." The condition codes reported on the student data tool were designed to collect information regarding each standard assessed through the Alternate Portfolio. When viewing the condition codes in cells 31-45, if more than one condition code is applied there will not be a space between numbers. It may show "235". That means condition codes of 2, 3 and 5 were given. The data table may be renamed as it is exported and placed into any appropriate folder. If placing on a network drive, make certain that it is secure from access by unauthorized personnel. We do not recommend placing the export on a network drive or share.

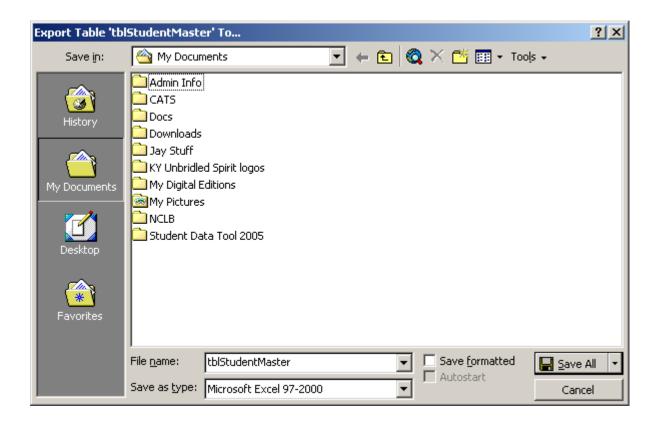
The format into which the table is exported is dependent upon the computer that is used. Most common formats are Excel, CSV (Comma Separated Values), text files, RTF (Rich Text Files), etc. The drop down box will show which formats are allowable.

#### Choose the Data to Export

- From the Main Menu, choose the Schools button to export only one school. Click on the School name and then click Done.
- To choose all District Data, click on the Schools button and click Load All.

#### How to Export Data to Excel

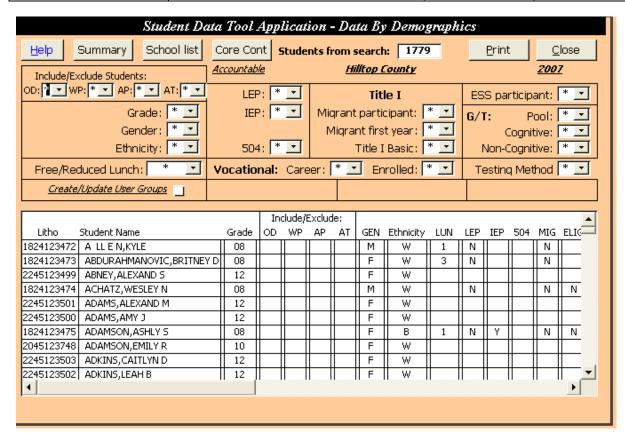
- ➤ Click on **Show Student Master Data** button
- From the tblStuStudent Master Data, which is raw data,
- ➤ Choose File, Export
- ➤ Change the File name and the Save As Type, to something appropriate. This example shows Microsoft Excel version 97-2000.



#### **Data By Demographics**

This screen allows searches for specific data disaggregation based upon demographics. In order to view different combinations of data, click on the down arrow for the selection or combination of the selections to view. The columns that are selected are highlighted in yellow.

Command Buttons	Description					
Help Button	The Help button is in the upper left hand corner of the screen. This					
	gives information regarding the screen and its features.					
Summary Button	The Summary button is located in the upper left hand corner of the					
	screen. This button allows you to print the Content Area Performance					
	Summary Report.					
Schools List	(District level users only) The Schools List button will list the school(s)					
	selected on the Main menu. Consider this list a reminder of your					
	previous choice.					
Print Button	The Print button is located in the upper right hand corner of the					
	screen. This allows you to print out a hard copy of your data set after					
	you have filtered down to the desired groups and sub-groups.					



#### To View a Student Record

To see detailed information on an individual student record, place the mouse cursor on the row (white columns only) corresponding to that student (the student name) and double click the left button. This will display the individual student record.

#### Description Objects Data By Demographics Screen

#### **Students from search**

Returns the number of students from the query of the data; it is determined by the selected criteria selection.

Students from search: 1779

#### **Selection Criteria**

Choose one or more of these fields or selections to view the data. The more specific the selections become, the smaller the number of students fitting the criteria.

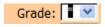


#### INCLUDE/EXCLUDE STUDENTS

FIELD	DESCRIPTION			CHOICES
OD	On-Demand Indicator. Exclusion	blank	=	Included (indicator was left blank
	indicator for the on demand portion			meaning the student was included
	of the KCCT.			in the accountability calculation
WP	Writing Portfolio Indicator.			
	Exclusion indicator for the writing	1	=	Excluded
	portfolio portion of the KCCT.			
AP	Alternate Portfolio Indicator.	2	=	Incorrect Grade (rare case that the
	Exclusion indicator for the alternate			child was placed in the wrong
	portfolio.			grade)
AT	Attainment Tasks Indicator.			
	Exclusion indicator for the Alternate			
	Assessment students' attainment			
	tasks.			

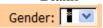
#### Grade:

Student Grade Level. Only the tested grade levels associated with the school selected will be shown. For example, if the school is an elementary school having grades K-5, then only grade levels 3, 4 and 5 will be available. This is because only these three grade levels are tested with the KCCT.



**Gender**: Student Gender. The following selections are available:

\* = Select All F = Female M = Male = Blank



**Ethnicity**: Student Ethnicity. The following selections are available:

\* = Select All

W = White (Non-Hispanic)

B = African American

H = HispanicA = AsianO = Other

= Blank

Ethnicity:

**Lunch**: Free/Reduced Lunch. The following selections are available:

\* = Select All

1 = Free Lunch

2 = Reduced Lunch

1 & 2 = Free and Reduced Lunch (both combined)

3 = No Free Lunch/Reduced Lunch

= Blank

Free/Reduced Lunch: \* \*

FIELD	DESCRIPTION	CHOICES
LEP	Limited English Proficiency	
IEP	Individual Education Plan	
504	504 Plan	
	TITLE I	* = Select All
MIG	Title I Migrant Program participant	N = No
ELIG	Title I Migrant Program first year of eligibility	Y = Yes
BAS	Title I Basic Program	= Blank
ESS	Extended School Services	
participant		

#### **GIFTED/TALENTED**

Pool	Student Identified in the talent pool (3 <sup>rd</sup> grade only)	*	=	Select All
Cognitive	Cognitive included General Intellectual and			
	Specific Academic Area(s)	Y	=	Yes
Non-	Non-Cognitive included Visual/Performing Arts,		=	Blank
Cognitive	Leadership and Creativity			

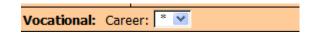


#### **VOCATIONAL**

Career:

Career area as identified on Individual Graduation Plan. The following selections are available:

- \* = Select All
- 1 = Agriculture
- 2 = Business and Marketing
- 3 = Communication
- 4 = Construction
- 5 = Health Services
- 6 = Human Services
- 7 = Manufacturing
- 8 = Transportation
- 9 = Information Technology
- A = Science and Mathematics
  - = Blank (not indicated)



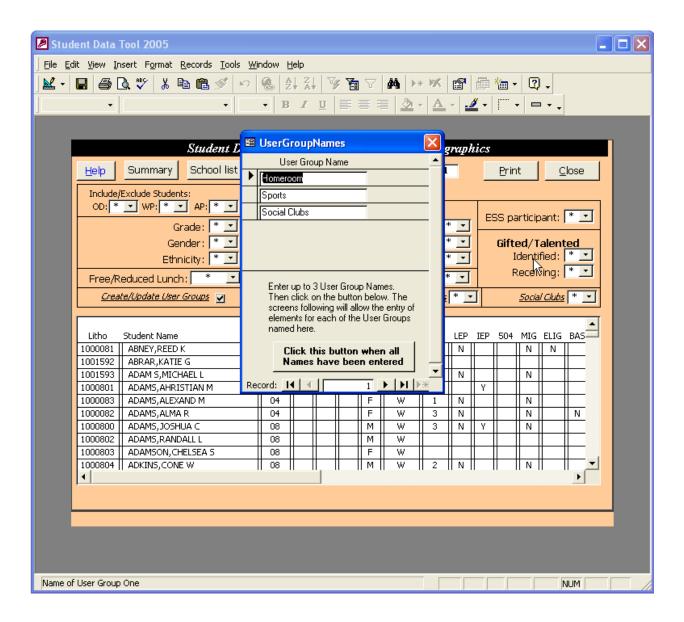
#### Create/Update User Groups

One of the most requested items has been the ability to add other data fields to the existing data. The Create/Update User Groups allow the addition of three (3) groups to the data. Some of the suggestions for this have been to create categories for Gifted & Talented, Sports, Homeroom assignments, certain subjects such as Algebra I, etc.

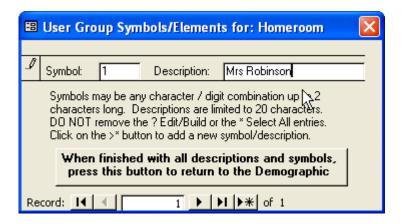
Click on Create/Update User Groups from the Data by Demographic screen to initially create your groups.



Type in the name (up to three) for each user group. There is a 20 character limit on the name. See screen shot on p.15.



When finished, click on the button at the bottom of the screen: "click this button when all names have been entered" to continue to the screen to populate or add all of the data elements to your new groups.

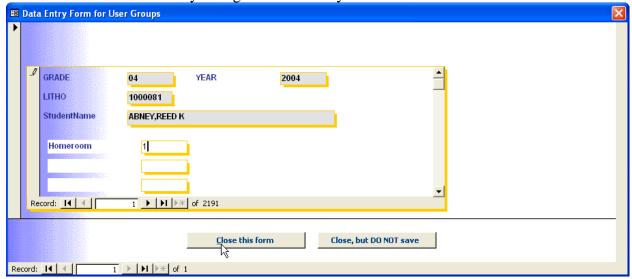


The Symbol field can contain two (2) characters, which mean numbers or letters. The Description field can contain up to 20 characters. Do not use the remove?, Edit/Build, or \* Select All entries. Click on the button to add a new symbol or description.

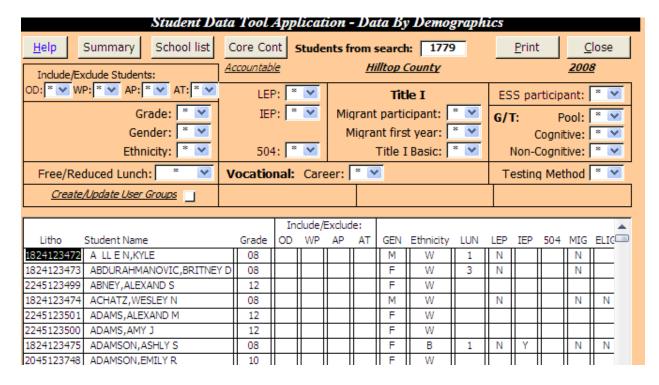
Before beginning the entry on this screen, we suggest that you write down all of the elements in the user group. See example below:

SYMBOL	DESCRIPTION
1	Mrs. Robinson
2	Mr. Hill
3	Mrs. Shuttleworth
4	Mr. Jones
5	Mr. Smith
6	Mrs. Albertson
7	Mrs. Peabody
8	Mrs. McMurtry

You will need this list when you begin the data entry on the next screen.



There is no error checking on this form. Any character that you place in here for Homeroom, Sports or Social Clubs that is two characters or less will be accepted.



#### The Data Results Window

The data in the bottom window of the screen changes, as selections are made. Each criterion selected re-queries immediately this window, and the corresponding column in the data results window becomes highlighted in yellow.

The abbreviated headings of the data in this window are as follows:

Litho Litho code number that is on each student response booklet

Student Name Last Name, First Name, Middle Initial

Grade Student Grade Level
OD On Demand Indicator
WP Writing Portfolio Indicator
AP Alternate Portfolio Indicator

GEN Student Gender
Ethnicity Student Ethnicity
Lunch Free/Reduced Lunch

LEP Limited English Proficiency IEP Individual Education Plan

504 Plan

MIG Title I Migrant Program

ELIG Title I Migrant Program – first year of eligibility

BAS Title I Basic Program
ESS Extended School Services

Voc CAR Vocation Career

Gift COG Cognitive
Gift NCOG Non-cognitive

Gift POOL Pool

RD KCCT performance level for reading
MA KCCT performance level for mathematics
SC KCCT performance level for science

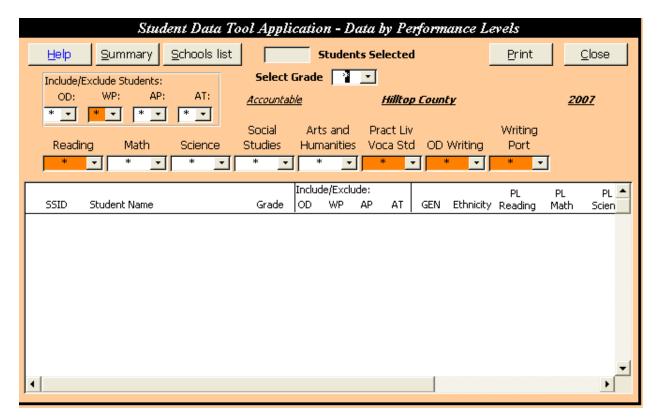
SS KCCT performance level for social studies
A/H KCCT performance level for arts and humanities
PL/VS KCCT performance level for practical living/vocational studies
OD Writing KCCT performance level for on-demand writing
Writing PORT KCCT performance level for writing portfolio
Alternate PORT Performance level for alternate portfolio

#### Data By Performance Levels

This screen allows searching for specific data desegregations based upon performance levels.

The user must first select a grade level. After a grade selection has been made, those performance levels associated with the selected grade will then be activated for the user to select.

Command Buttons	Description				
Help Button	The Help button is in the upper left hand corner of the screen. This				
	button gives information regarding the screen and its features.				
<b>Summary Button</b>	The Summary button is located in the upper left hand corner of the				
	screen. This button allows you to print the content area Performance				
	Summary Report.				
<b>Print Button</b>	The Print button is located in the upper right hand corner of the screen.				
	This allows you to print out a hard copy of your data set after you have				
	filtered down to the desired groups and sub-groups.				



#### Description of Objects on the Data By Performance Screen

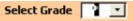
**Students from search** 

Returns the number of students from the query of the data; it is determined by the selected criteria selection.

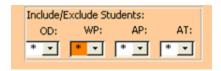
#### **Selection Criteria**

Choose one or more of these fields or selections to view the data. The more specific the selections become, the smaller the number of students fitting the criteria will be.

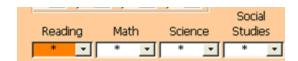
**Grade**: Student Grade Level. Only the grade levels available for the school will appear.



FIELD	DESCRIPTION			CHOICES
OD	On-Demand Indicator. Exclusion	blank	=	Included (indicator was left blank
	indicator for the on-demand portion			meaning the student was included
	of the KCCT.			in the accountability calculation
WP	Writing Portfolio Indicator.			
	Exclusion indicator for the writing	1	=	Excluded
	portfolio portion of the KCCT.			
AP	Alternate Portfolio Indicator.	2	=	Incorrect Grade
	Exclusion indicator for the alternate			
	portfolio.			
AT	Attainment Tasks Indicator.			
	Exclusion indicator for the Alternate			
	Assessment students Attainment			
	Tasks.			



FIELD	DESCRIPTION			CHOICES
Reading	KCCT Performance	*	=	Select All
	Level for Reading	D	=	Distinguished
Mathematics	KCCT Performance	P	=	Proficient
	Level for	AH	=	Apprentice High
	Mathematics	AM	=	Apprentice Med
Science	KCCT Performance	AL	=	Apprentice Low
	Level for Science	NH	=	Novice High
<b>Social Studies</b>	KCCT Performance	NM	=	Novice Med
	Level for Social	NN	=	Novice Non-Performance
	Studies			



FIELD	DESCRIPTION	CHOICES			
Arts &	KCCT Performance Level for Arts	*	=	Select All	
Humanities	& Humanities	D	=	Distinguished	
<b>Pract Liv</b>	KCCT Performance Level for	P	=	Proficient	
Voca Std	Practical Living/Vocational Studies	AM	=	Apprentice Med	
		NM	=	Novice Med	
		NN	=	Novice Non-Performing	
		NL	=	Novice Low	



FIELD	DESCRIPTION	CHO	ICES	
<b>On-Demand</b>	KCCT Performance Level for On-	*	=	Select All
Writing	Demand Writing	D	=	Distinguished
		P	=	Proficient
		A	=	Apprentice
		N	=	Novice
		В	=	No Response
		Е	=	Non-English Response

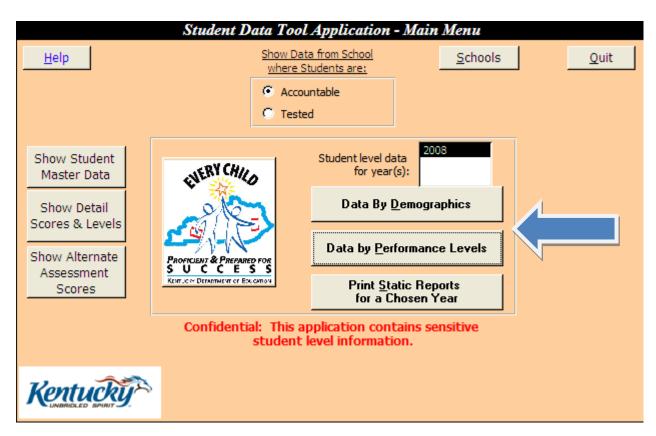


FIELD	DESCRIPTION	CHO	DICES	
Writing	KCCT Performance Level for	*	=	Select All
Portfolio	Writing Portfolio	D	=	Distinguished
		P	=	Proficient
		A	=	Apprentice
		N	=	Novice
		В	=	No Response
		I	=	Incomplete
				_



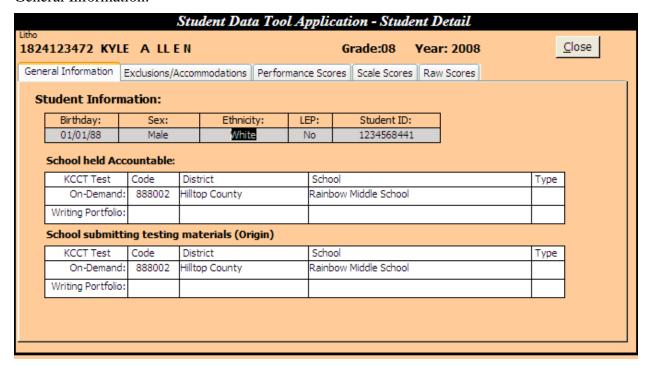
#### Individual Student Record

From either the Data by Demographic or the Data by Performance screens access to individual student records can be gained. To display the individual student record, double-click on the student name.



To discover more about the student, click on each tab at the top.

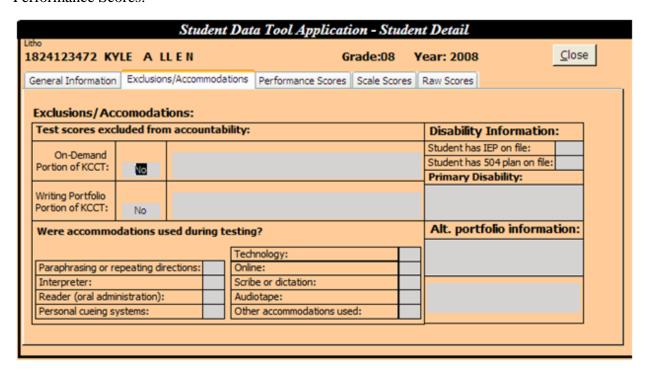
#### General Information:



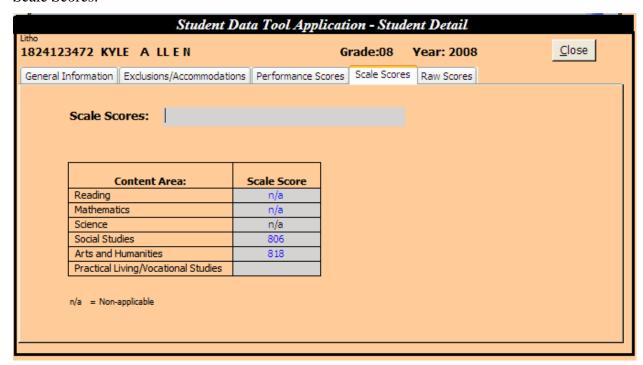
Exclusion/Accommodations:

		Stud	lent Dat	ta Tool Applicat	ion - Stud	ent Detail		
tho 824123472 KY	LE A L	LEN		(	irade:08	Year: 2008		<u>C</u> lose
General Information	Exclusion	ns/Accom	modations	Performance Scores	Scale Scores	Raw Scores		
Exclusions/Acc	omodat	ions:						
Test scores excl	uded fron	n accou	ntability:			Disability	Information:	:
On Damand						Student has	IEP on file:	
On-Demand Portion of KCCT:						Student has	s 504 plan on file:	
T OF GOTT OF TREETT	No					Primary Di	sability:	
Writing Portfolio Portion of KCCT:	No							
Were accommod	lations u	sed duri	ing testin	g?		Alt. portí	olio informat	ion:
			Tech	nnology:				
Paraphrasing or re	peating dir	ections:	Onlin					
Interpreter:			Scrib	oe or dictation:				
Reader (oral admin	istration):		Aud	iotape:				
Personal cueing systems: Other accommodations				er accommodations us	ed:			

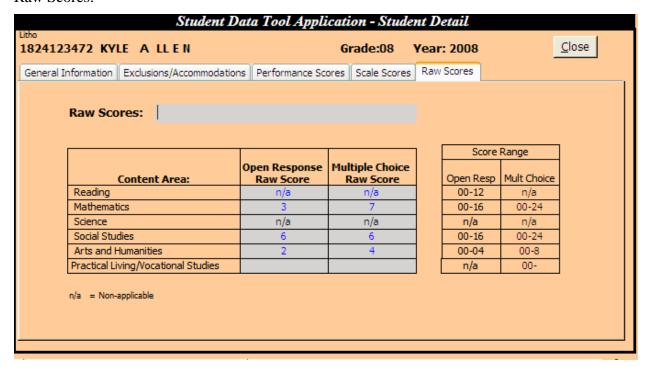
#### Performance Scores:



#### Scale Scores:



#### Raw Scores:

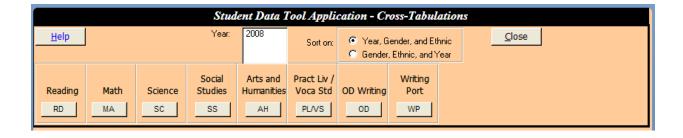


#### PRINTING REPORTS

#### Print Content Area Performance Summary Report

From the Data by Demographics screen, click the **Summary** button to create reports. The Cross-Tabulations screen will appear which shows only those content areas that are tested at the previously selected grade level. Select the content area Performance Summary Report button you wish to print by clicking the button.

The report layout will automatically default to portrait. To print your report, click on **Print.** 





#### Student Data Tool Report - Reading Performance Summary

School/District:

Hilltop County 2008

Induded/8	Excluded:				4	Iccountable to	this School			
00: *	WP: *	AP:	* A	T: *		Social	Arts and	Pract Liv		Writing
Grade	Readi	ng	Mat	ħ	Science	Studies	Humanities	Voca Std	OD Writing	Port
•			•		•			•		•

Gender Ethnicity	NL.	NM	NH	AL	AM	АН	P	D	Total	Index
2008										
Female African-Am.			3 7%	7 15%	3 7%	1 296	24 55%	5 12%	43	38.5
Female Asian			_	_	_	_	3 60%	3 50%	6	120.0
Female Hispanic			2 13%	4 27%	1 7%	3 20%	4 2796	1 796	15	70.1
Female n/a			_	_	_	_	_	1 100%	1	140.0
Female Other			2 13%	3 20%		3 20%	7 47%		15	74.1
Female White		6 196	29 796	27 596	41 996	62 1496	218 5096	51 <u>12%</u>	436	87.8
Male African-Am.		1 296	3 696	7 1396	6 1296	5 1096	28 54%	2 496	52	81.0
Male Aslan							3 80%	3 50%	6	120.0
Male Hispanic						1 2096	2 4096	2 40%	5	1120
Male n/a				1 100%		_	_	_	1	40.0
Male Other			2 1196		1 596		12 5396	4 21%	19	98.5
Male White		4 196	18 496	40 596	43 596	47 296	279 5596	74 15%	509	91.8
n/a White				_	1 50%		1 5096		2	30.0
Total		11 1%	69 <u>5%</u>	89 <u>8%</u>	98 9%	122 11%	681 <u>52%</u>	148 13%	1110	39.5

Schools Induded above

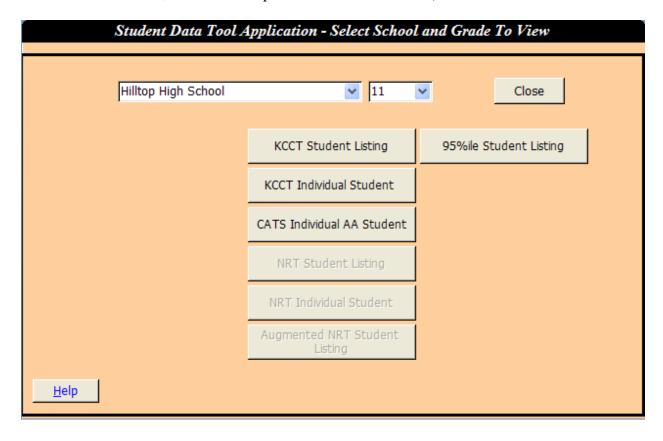
Hilitop County Hilitop High School Rainbow Middle School Small Kids Bementary School

Lagard							
PARTICIPATE A LAWY AT			MATCHET.	Unnety:	I PARKAGUERO LUNEY:		
as a cut of range	NH* Novice High	áH = ággrandca High	F = Female	à. • àsian, ≅ • àfrican àmerican	1 • Free Lunch, 2 • Reduced Lunch		
NL = Novice Low	ôl - ápgrendas Low	P = Profident	M = Male	H . Hispanic W . Caucadan, O . Other	5 . Does not receive free induced lunch		
NM = Novice Medium	ólif = ággrentce Medlum	D= Distinguished	1				

9/11/2008 1:40:47 PMSDT2008 Confidential Material Page 1 of 1

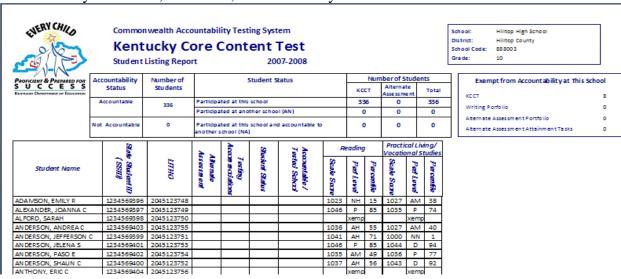
#### Static Reports for KCCT Data

This screen will generate static reports for the current year. Use the selection boxes to choose a school and grade to report. You can only select from grades available to the school. Based on the grade selected, the appropriate report buttons will be enabled. (The NRT grayed out buttons are not functional in 2008, and are left in place for future activation.)

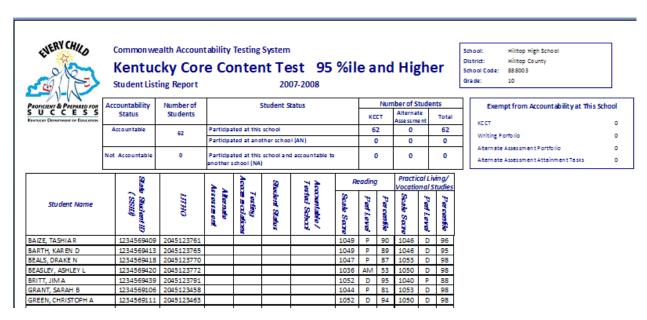


#### From this screen, you can generate the following reports for the current year:

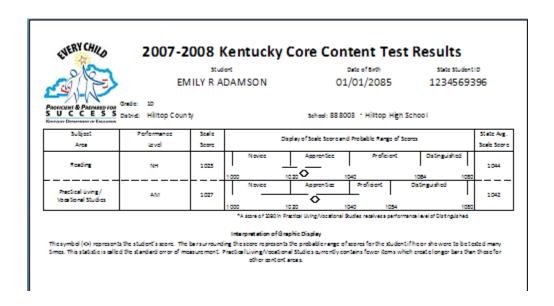
*KCCT Student Listing:* This report has several sub-sections based on the school of accountability and tested, AA status, and a summary section.



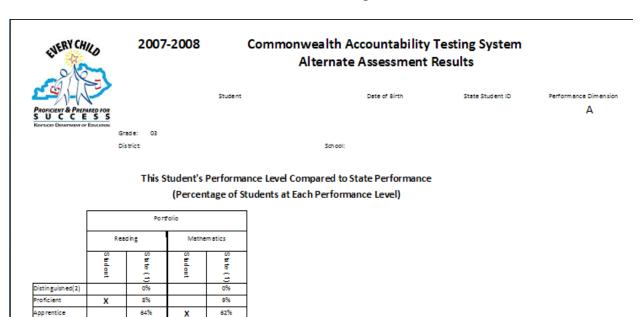
*KCCT Individual Student report 95%ile and Higher* This report contains all of the students that tested in the 95<sup>th</sup> or higher percentile in any of their tested subjects. This report is useful for the Gifted and Talented Coordinator within the districts in determining the students who meet the criteria for Duke TIP. To determine the eligible 7<sup>th</sup> grade students for the DUKE tip, the students must have scored either in their 5<sup>th</sup> or 6<sup>th</sup> grade year a 95<sup>th</sup> percentile in one or more of the KCCT content areas with the exception of On-Demand Writing. For more information on Duke TIP go to <a href="https://www.duke.tip.edu">www.duke.tip.edu</a>



*KCCT Individual Student report:* A one page per student report showing the performance levels, the State percentile ranking and its corresponding confidence range.



CATS Individual Alternate Assessment Student report: For Alternate Assessment students a one-page report showing performance level and State percentile is presented. [Student identification has been removed from this sample.]



<sup>2</sup> For students in Performance Dimension B, "Distinguished" is not an attainable Portfolio Performance Level.

х

29%

29%

Novice Not Tested